

c/o St. Paul’s Church Community Centre, Church Road, Tupsley, Hereford HR1 1RT

Ofsted registration No: 2509646

Charity Registered No: 1175452

**Childcare Manager**

St Paul’s Childcare is a charity run childcare provision, providing “outstanding” childcare for children aged 2-4yrs, as well as wrap-around care for school-aged children from both St Pauls and Hampton Dene Primary Schools.

We are now looking for a proactive and forward thinking Childcare Manager to join our team from July 2020.

Accountable to the charity trustees to:

* provide inspirational leadership and management of this highly regarded and busy Christian childcare setting.
* maintain and review childcare policies and procedures, to ensure we continue to develop our “outstanding’ provision.
* act as Designated Safeguarding Lead
* manage the childcare budget inline with agreed levels
* maintain the relationship with Ofsted services and other professionals as necessary, e.g. Health and Safety Executive, Local Authority and ensure that all legal and statutory requirements are implemented and appropriate preparation is undertaken in good time.

Terms & Conditions:

* 30 hours / week - Term time (38 weeks/year)
* The childcare setting operates from 7.30am – 6pm (Monday to Friday) and you may be required to work anytime between these hours.
* Stakeholder pension
* 5.6 weeks holiday/year to be taken during school holidays
* Salary - £25,500-£27885 FTE (£17104.62-£18704.40 actual salary)
* This post is subject to enhanced disclosure

Applicants with the relevant skills and experience are welcome to apply for both this post and that of Childcare Finance Manager.

For a full job description and person specification please go to : stpaulschildcare.co.uk For more information please email [stpchurchhereford.childcare@gmail.com](about:blank) or telephone (01432) 379363. Deadline for application is Thursday 19th March. Interview date Monday 30th March.